

# CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

*Honoring California's Veterans*



**Classification:** Accounting Technician - Salary: \$2638 - \$3209 Permanent, Full Time

**Location:** Department of Veterans Affairs  
Veterans Home of California – Accounting Office  
1227 O Street  
Sacramento, CA 95814

## WHO SHOULD APPLY:

**Current State employees** in this classification or those who are eligible on a certification list, transfers, or reinstatement may apply for this vacancy. [SROA/SURPLUS PROVISIONS APPLY.](#)

**If you are not a current State employee** or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov), or to view examinations offered by all State departments, please visit the State Personnel Board's website at <http://www.spb.ca.gov>.

**HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS STATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.**

*The benefits of working for Veterans Affairs includes low-cost parking on site, easy light rail access, an on site exercise facility and knowing that you support the Agency's mission of "Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families".*

## Duties and Responsibilities:

Under direct supervision, the Accounting Technician performs semi-professional accounting work in the maintenance of fiscal records including payroll, petty cash, cash collections and claims processing.

Pays all invoices pertaining to Purchase Orders for the Chula Vista Veterans Home (A-Z). Audits invoices for accuracy, completeness and conformity to SAM, Board of Control rules, government code. Analyzes all related expenditure and encumbrance information; reviews document file for correct balances; corresponds with vendors and assignees regarding questions or problems with paying invoices; communicates with program staff and the State Controller's Office for pertinent information and problem resolution. Compiles invoices into claim schedules in accordance with State Controller's Office requirements. Verifies vendor information on MEDITECH and CALSTARS. Prepares input documents for CALSTARS and enters into system. Prepares portions of accounts payable accruals at fiscal year-end.

Process requests for revolving checks for payment to vendors and reimburse those payments in accordance with State Controllers Office requirements.

Sorts, date stamp and distribute incoming mail to the VHC-Accounting Staff

**How to Apply:** Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs  
Human Resources Division  
1227 "O" Street, Room 404  
Sacramento, CA 95814

**Attn: Margaret Williams Ref: M80#144 08/09**

## Inquiries:

Voice: (916) 653-2535  
TDD: (916) 653-1966

Note: In line #12 of the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Reemployment or Reinstatement and include M80 # 144-08/09. Failure to do so could result in being rejected from the interview process.

**Final Filing Date: December 26, 2008**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. PSNO830-522-1741-007

RELEASED: 12.10.08